

TA-53 POLICY STATEMENT 406-500-01

April 22, 1998

TA-53 BUILDING/FACILITY LOCK-UP AFTER HOUR POLICY**1.0 Purpose**

This document establishes the requirement and procedure for locking and securing buildings, labs, and storage areas through non-business hours.

2.0 Policy

Within DOE ORDER 5632.6 "Protection Program Operation" is a statement that all government buildings, facilities, labs, storage areas; located in an open unclassified area will remain locked during un-attended hours. TA-53 occupants must ensure that all buildings are locked and secure after hours.

- In addition to being a national user facility, TA-53 has research projects that require protection under National Security laws. This means very limited access to outsiders, protection of information that falls under export control, and tight physical restrictions to a few areas at this facility that house classified and sensitive experiments.
- Theft and unauthorized "borrowing" of equipment should be drastically reduced by following the simple lock-up plan.
- PTLA will be scheduled to do secure checks on buildings at TA-53 after hours; on a regular basis. ***TA-53 Management (Group Leaders) will be called-out to secure unlocked buildings existing within their space agreement.***
- JCNNM custodial staff will follow this same policy. All custodians have the keys necessary to access their designated areas. They are enrolled in the badge readers of buildings that encompass their work area.
- The buildings with access control badge readers, are included in this policy, however they are not an issue where the Lock-Up Plan is defined. These buildings include MPF-1, MPF-6, MPF-31, MPF-365, MPF-622.

3.0 Responsibilities

Who	Responsibility
Building Occupant	<ul style="list-style-type: none"> • At the end of each day, the last one to leave the building(s) of his/her work area will be responsible for assuring the outer doors are locked.
Group Leaders/Management	<ul style="list-style-type: none"> • Evaluate the building lock-up plan. If appropriate measures are not followed, assign individuals to lock work area perimeters doors at the end of business hours.

APPROVED: _____ *Signature on File* _____ Date: 4/22/98
TA 53 Facility Manager

_____ *Signature on File* _____ Date: 4/23/98
TA-53 Landlord

TA-53 LOCKS ALL BUILDINGS AFTER HOURS!

OCCUPANTS –

Last one to leave the building(s) of his/her work area at the end of the day will be responsible for assuring the outer doors are locked.

*If this task cannot become habitual, management will assign individuals the task of checking the organization's work area perimeter doors every day; each person taking turns on a rotating basis. This procedure will be documented.